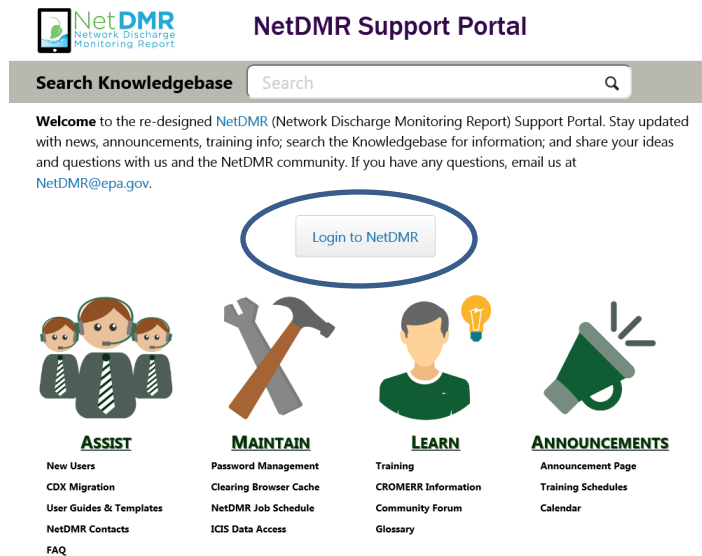


How to enter a DMR

Go to the NetDMR website at the following link: <https://netdmr.zendesk.com/hc/en-us>

Click on "Login to NetDMR"



Sign in
or create a new account

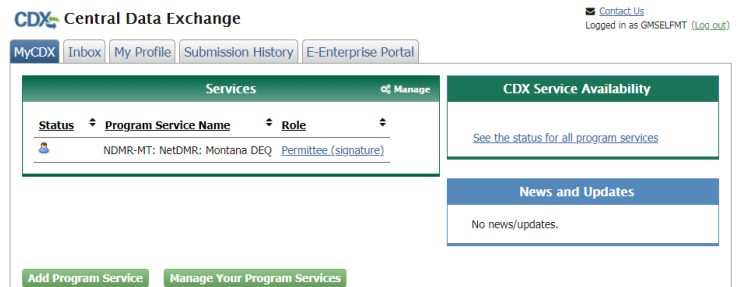
* = required

User ID * Enter information and sign in

Password *

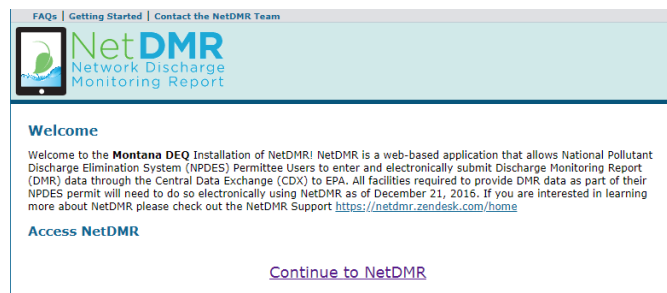
[Forgot username?](#)

[Forgot password?](#)



Click on your Role Permittee (signature)

Click on Continue to NetDMR



NetDMR Account Home Page

Enter Permit ID and then click on UPDATE

Enter the Monitoring Period End Date Range for the month you are entering 01/01/2018 TO 01/31/2018. ALWAYS ENTER THE MONITORING PERIOD END DATE RANGE!!

You can use the calendar after the empty box to enter the dates or manually enter.

Then click on Search.

Home | My Account | Request Access | Help | Logout

User: ginself, Permittee User

NetDMR

Montana Department of ENVIRONMENTAL QUALITY

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Import DMRs
Perform Import
Check Results

View
Permits
Users

Download
Blank DMR Form

Session Lockout Timer: 29:42

Search: All DMRs & CORs Permit ID Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/dd/yyyy)

Edited or Submitted By:

Status:
NetDMR Validation Errors
NetDMR Validated
Imported
Signed & Submitted
Submission Errors/Warnings
Completed

COR Confirmation #:

Last 10 Logins

3/17/14	3:20 PM	-
3/12/14	8:47 AM	-
3/11/14	3:03 PM	-
3/11/14	2:35 PM	-

DMR/COR Search Results page will display

Edit DMR >> if you click GO the DMR will show on the next screen and you can enter all of the values or you can choose a No Data Indicator Code (NODI)

NetDMR

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users | Download Blank DMR Form

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
Edit DMR Go	MT0021440	VALUIGN WWTF	002	002-A	SEWAGE TREATMENT EFF DISCHARGE	04/30/15	05/28/15	Ready for Data Entry		Check All On Page Clear All	Check All On Page Clear All	Check All On Page Clear All

©2009 NetDMR

If you click on "go" the DMR will be displayed and you can enter values.

Edit DMR

Clear Parameter Fields | Save & Continue | Save & Exit | Sign & Submit | Print Friendly View | Cancel/Back to Search Results

Permit

Permit ID: MT0021440 Major: ☐

Permittee: [Redacted] Permittee Address: 1161 6TH AVENUE

Facility: [Redacted] Facility Location: 11TH STREET AND 6TH AVENUE

Permitted Feature: 002 - External Outfall Discharge: Q - QUARTERLY MONITORING REPORT

Report Dates & Status

Monitoring Period: From 01/01/15 to 03/31/15 DMR Due Date: 04/28/15

Status: NetDMR Validated

Principal Executive Officer

First Name: [Redacted] Last Name: [Redacted]

Title: [Redacted] Telephone: [Redacted]

No Data Indicator (NODI)

Form NODI:

Code	Parameter Name	NODI List	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis List	Smpl. Type List
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
0052	Oil and grease, hexane extr method	Smpl.								01/00	GR
1 - Effluent Gross		Req.								Quarterly	GRAB
Season: 0											
NODI: <input type="text"/>		NODI									

Edit Check Errors

No results.

DMR Comments

Comments

Attachments

Add Attachment

No results.

Report Last Saved By

User: ginaself

Name: Gina Self

E-Mail: DEQNetDMRTest@mt.gov

Date/Time: 03/02/15 12:10 MST

Save & Continue | Save & Exit | Sign & Submit | Cancel/Back to Search Results

Internet | Protected Mode: Off

When you are finished entering the values and attaching documents (if needed) click on **Save & Exit**. If attaching documents they must be PDF and when saved

Be sure the **STATUS** column says **NETDMR VALIDATED** on the DMR/COR Search Results page.

If it says **NETDMR VALIDATED WITH ERRORS** you have to go back and find the error.

You do not have to enter data into the # of EX column

The Frequency of Analysis field should match what the permit says and no entry is required.

The Sample Type should match what the permit says and no entry is required.

The screenshot shows the 'Edit DMR' form in the NetDMR web application. The form is divided into sections for different parameters. The 'Save & Exit' button is circled in red at the bottom of the form.

DMRs 1 through 2 of 2

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
Edit DMR Go	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-A	MONTHLY MONITORING REPORT	04/30/16	Scheduled	05/28/16	Ready for Data Entry		Check All On Page Clear All	Check All On Page Clear All	Check All On Page Clear All
Edit DMR Go	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-UP	MONTHLY UPSTREAM	04/30/16	Scheduled	05/28/16	NetDMR Validated		Check All On Page Clear All	Check All On Page Clear All	Check All On Page Clear All

NetDMR Validated

Status
NetDMR Validation Errors

If you receive **NetDMR Validation Errors** in the STATUS column you will need to click on **GO** in the Next Steps Column after or under EDIT DMR.

New Search
Refine Search
Refresh DMR Data
Sign & Submit Checked DMRs
Download Checked CORs in XML

DMR/COR Search Results

DMRs 1 through 2 of 2

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status
<div>Edit DMR</div> <div>Go</div>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-A	MONTHLY MONITORING REPORT	04/30/16	Scheduled	05/28/16	NetDMR Validation Errors
<div>Edit DMR</div> <div>Go</div>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-UP	MONTHLY UPSTREAM	04/30/16	Scheduled	05/28/16	NetDMR Validated

When the DMR opens on the Edit DMR screen scroll down to the bottom of the page and look where it says **EDIT CHECK ERRORS**, there will be detailed description of what the error is. There will also be a red exclamation mark next to the parameter that has an error. If the error is valid you need to put a check mark in the **ACKNOWLEDGE** box and then click **SAVE & EXIT**.

If the error is not valid, correct the entry.

51041

E. coli, colony forming units [CFU]

Smpl.

1 - Effluent Gross

Season: 1

NODI:

=

16753.52

=

30.75

CFU/100mL

List

01/07

GR

Req.

NODI

<= 151.2 Monthly Geometric Mean

<= 302.4 Weekly Maximum

Colony Forming Units per 100ml

Weekly

GRAB

Edit Check Errors

Code	Name	Monitoring Location	Season ID	Field	Type	Description	Acknowledge
51041	E. coli, colony forming units [CFU]	Effluent Gross	1	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>

Edit Check Errors

Code	Name	Monitoring Location	Season ID	Field	Type	Description	Acknowledge
51041	E. coli, colony forming units [CFU]	Effluent Gross	1	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>

Save & Exit

NetDMR Validated should be displayed in the **STATUS** column when you acknowledge the violation or if the value that was submitted was incorrect and updated.

You are ready to SIGN & SUBMIT the DMR

Once the **STATUS** column displays **NETDMR VALIDATED** a box will be in the **INCLUDE IN BATCH SUBMIT** column

Status	COR Received Date	Include in Batch Submit
		<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All
NetDMR Validated		<input type="checkbox"/>
NetDMR Validated		<input type="checkbox"/>

Put a check in the box for the DMRs that you want to submit.

Then click on **SIGN & SUBMIT CHECKED DMRs**

✓ Your changes have been saved.

[New Search](#) |
 [Refine Search](#) |
 [Refresh DMR Data](#) |
 [Sign & Submit Checked DMRs](#) |
 [Download Checked CORs in XML](#) |
 [Download Checked CORs in PDF](#) |
 [Update NODI](#)

DMR/COR Search Results

DMRs 1 through 2 of 2

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-A	MONTHLY MONITORING REPORT	04/30/16	Scheduled	05/28/16	NetDMR Validated		<input checked="" type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-UP	MONTHLY UPSTREAM	04/30/16	Scheduled	05/28/16	NetDMR Validated		<input checked="" type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All	<input type="checkbox"/> Check All On Page <input type="checkbox"/> Clear All

The next screen that will display is the **SIGN & SUBMIT DMR** screen.

Check the boxes that are in the **INCLUDE IN SUBMISSION** column

Check the boxes in the **ADD COR AND ATTACHMENTS TO EMAIL NOTIFICATION** column.

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-A	MONTHLY MONITORING REPORT	04/30/16	05/28/16	NetDMR Validated										
Acknowledged Soft Edit Check Errors																				
<table> <thead> <tr> <th>Code</th><th>Name</th><th>Monitoring Location</th><th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>51041</td><td>E. coli, colony forming units [CFU]</td><td>1</td><td>Quality or Concentration Sample Value 2</td><td>The provided sample value is outside the permit limit.</td></tr> </tbody> </table>											Code	Name	Monitoring Location	Field	Description	51041	E. coli, colony forming units [CFU]	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.
Code	Name	Monitoring Location	Field	Description																
51041	E. coli, colony forming units [CFU]	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-UP	MONTHLY UPSTREAM	04/30/16	05/28/16	NetDMR Validated										

ENTER YOUR PASSWORD THE SAME PASSWORD YOU LOG IN WITH

CLICK SUBMIT

THEN YOU WILL BE ASKED A SECURITY QUESTION. IT IS CASE SENSITIVE SO YOUR ANSWER MUST MATCH EXACTLY HOW YOU CREATED IT.

CLICK ON SUBMIT

After you click on SUBMIT the next page displayed is Submission Confirmation.

There should be a long number after Submission Confirmation.

Submission Confirmation - 8238edc5-4a34-416b-ac60-7612fdfb8a80

[View All CORs](#) | [Download All CORs in XML](#) | [Download All CORs in PDF](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

Submission Confirmation - 8238edc5-4a34-416b-ac60-7612fdfb8a80

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR in XML	Download COR in PDF	Download COR Signature
MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-A	MONTHLY MONITORING REPORT	04/30/16	05/28/16				
MT0031500	TOWN OF PHILIPSBURG WWTP	001	001-UP	MONTHLY UPSTREAM	04/30/16	05/28/16				

If you receive the message

The supplied credentials are not correct.

You either entered an incorrect answer to your security question or an incorrect password.

You will need to put the checks in the boxes in the 2 columns above where you answer the security question and password. Then enter the answer to the security question and the password and click SUBMIT.

There were errors processing your request.

Sign & Submit DMR
Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column.
Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add COR and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/>	<input type="checkbox"/>		MT0021440	VAUGHN WWTF	002	002-A	SEWAGE TREATMENT EFF DISCHARGE	01/31/16	02/28/16	NetDMR Validated

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Gina Self.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

The supplied credentials are not correct.

What is your mother's maiden name?

Password

If you give incorrect answers 3 times you will be locked out and not able to sign and submit the DMR.